



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 22.3**

**Subject: Sanitation of Food Services in Youth Development Centers and DCS Group Home**

**Supersedes:** DCS 22.3, 07/01/02    **Local Policy:** No  
**Local Procedures:** No  
**Training Required:** No  
**Applicable Practice Model Standard(s):** Yes

**Approved by:**

**Effective date:** 09/01/97

**Revision date:** 08/01/05

### **Application**

To All Department of Children's Services Employees and Youth Involved in Handling/Preparing Food in Youth Development Centers and DCS Group Homes

**Authority:** TCA 37-5-106

### **Policy**

The Department of Children's Services shall operate food service programs whose sanitation meets the criteria of the current *Food Service Establishment Regulations* set forth in the Rules of the Tennessee Department of Health for Food Service Establishment.

### **Procedures**

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| <b>A. Department of Health and Environment regulations</b> | Each Youth Development Center DCS Group Home must obtain a copy of the current <u>Rules of the Tennessee Department of Health for Food Service Establishment</u> from the Tennessee Department of Health and make it available in all food service area. |
| <b>B. Health and hygiene of food handlers</b>              | All persons working with the preparation and/or distribution of food must be free from communicable disease and open, infected wounds. This requirement includes food service employees, youth assigned to food services, and other staff                |

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personnel, if involved in food handling or distribution.

**1. Exemptions from service**

Any youth seen by medical staff during initial screening who are found to have such existing infectious conditions as hepatitis, tuberculosis, staph infections, etc. must be excluded from work in the food service area.

- a) At youth development centers, the health service personnel must send an exemption to the food service manager, using form *CS-0194 Limited Activity Notice*. This form should be marked "Other," with an explanation written out to the side.
- b) Temporary restrictions should also be noted, and a date listed by which the youth is expected to be available to work.

**2. Review of staff/youth for disease**

- a) The YDC food service manager or the DCS group home supervisor must routinely review staff and youth for freedom from apparent communicable disease or infection.
- b) The YDC staff in charge at shift changes, or the DCS group home supervisor/designee must inspect other staff personnel involved in food handling.

**3. Referral for medical evaluation**

If, at any review (whether pre-assignment, annual, or routine), there is reasonable cause to suspect the possibility that disease may be transmitted by any individual involved in food preparation and/or distribution:

- a) An employee must obtain a release statement from his or her private physician or local health department, indicating that he or she is free from communicable disease or infection, or
- b) A youth must be referred to the facility's health services for evaluation

**4. Restriction pending release to return**

Pending further evaluation and written release to return to work, the food service manager must:

- a) Restrict the individual's services to specific tasks or areas in which there would be no danger of transmitting disease, or
- b) Immediately exclude the individual from all food service functions.

#### **5. Hygiene requirements**

Staff and youth working in food service areas must comply with all health-related regulations established by the food service manager or community residential facility supervisor. These rules must include, but are not limited to,

- a) **Personal hygiene:** staff and youth must maintain adequate personal hygiene, including clean fingernails.
- b) **Hand washing:** staff and youth must thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting work; during work as often as is necessary to keep them clean; and after smoking, eating, drinking, or using the toilet.
- c) **Hair restraints:** Employees and youth must use effective hair restraints to prevent the contamination of food or food-contact surfaces.

#### **C. Food storage, preparation, and service**

YDC Warehouse personnel, YDC food service managers, DCS group home stewards, and other staff assigned to food services must ensure the following in all DCS facilities.

##### **1. Sanitary food storage**

Food storage must be sanitary so as to protect all food and food supplies. Dry storage of foods must be stored at least six (6) inches off the floor and the storage area should not have leaky pipes or dripping water.

##### **2. Dated case goods**

Case goods must be dated so that it can be determined when they were received and which items are the oldest. When case goods are removed from the case, they must be dated with the same date as the case.

##### **3. Food storage temperatures**

- a) Refrigerator and freezer temperatures must be

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maintained as follows and checked daily:

- ◆ Refrigeration from 33° to 40°F
  - ◆ Cook/chill product: 28°- 32°F or held frozen
  - ◆ Frozen foods: 0° F or below
- b) Temperatures on all case/shelf goods must be maintained at 45°-80° F.
- c) The YDC food service manager or designees must record the storage temperatures of refrigerated and shelf goods at the beginning and ending of each day and must indicate the:
- ◆ Date,
  - ◆ Temperature,
  - ◆ Time,
  - ◆ Initials of the person making the recording, and
  - ◆ Corrective action taken if temperatures fall above or below guidelines.
- d) DCS group home stewards/designees must complete temperature records on a daily basis.
- e) Temperature records must be available for morning and afternoon checks.
- f) Any consistent rise in temperature must be reported immediately to the YDC food service manager or DCS group home supervisor or designee so that corrective action can be taken.

#### **4. Temperatures of foods served**

The temperatures of prepared foods must be adequately maintained:

- a) Foods served hot must be maintained at 140°F or greater
- b) Foods served cold must be maintained at 40°F or less
- c) A holding temperatures log must be maintained on food service line and include:
- ◆ Date,
  - ◆ Temperature,
  - ◆ Time,

- ◆ Initials, and
- ◆ Corrective action

**D. Pest control**                      The YDC food service manager or DCS group home steward or designee must inspect the food service area daily for signs of rodents and pests.

**E. Dish washing**

1. The designated staff at each DCS group home must check and record the maximum water temperature of the dish machine cycle on a daily basis or if chemical disinfectant is used, the concentration level of the final rinse.
2. The designated staff at each youth development center must clean the dish machine as specified on the posted cleaning schedule.
3. Any recordings above or below the prescribed standards must be reported to the YDC food service manager or DCS group home director at once for corrective action.

**F. Area cleaning schedules and procedures**

Sanitation for the kitchen and dining areas must include the following at youth development centers:

1. For maintaining sanitary building and equipment, food service managers must follow the posted food services cleaning schedule.
2. To keep the operation of equipment efficient and sanitary, food service managers must prepare their own checklists of procedures for properly cleaning the equipment assigned to the facility.

**G. Training and monitoring**

The YDC food service manager must ensure that all food service personnel are familiar with, and comply with, the requirements of this policy.

1. The food service manager or designee must develop a monitoring program to ensure that all personnel are aware of the rules of health and safety in regard to their work areas and that these rules are being followed.
2. The YDC food service manager must ensure that every DCS employee and youth in food services is able to operate and clean the equipment to which he or she is

assigned and is able to maintain the acceptable sanitation of work areas.

3. The DCS group home supervisor must ensure that all personnel are aware of the rules of health and safety in regard to their work areas, as directed by the *Rules of the Tennessee Department of Health for Food Service Establishment.*

## **H. Inspections**

To ensure regular compliance with health rules, each kitchen and dining area must undergo the following inspections, at a minimum.

### **1. Weekly inspections**

A weekly inspection by the YDC food service manager DCS group home steward or designee. Reports of these inspections are to be maintained in the food service files for a three (3)-year cycle. The weekly inspection will be documented on form *CS-0196, Daily/Weekly Inspection Report*.

### **2. Monthly inspections**

The food service managers of youth development centers will complete form *CS-0073, Food Service Monthly Inspection* and ensure corrective action is taken for any deficiencies noted.

### **3. Annual inspections**

- a) Annual inspections of all facilities (youth development centers and DCS group homes) must be conducted by federal, state, or local sanitation and health officials or other outside qualified persons, to show compliance with all applicable laws and regulation of the governing jurisdiction. (See DCS policy [23.1, Monitoring and Conducting Facility Sanitation Inspections](#)).
- b) Correction of any deficiencies must be documented.
- c) A copy of the annual inspection report and documentation of deficiency corrections must be forwarded to the YDC superintendent and DCS group home director and DCS Food Service Director for their information and for action.
- d) Copies of the annual inspection must be retained on file for five (5) years, plus the current year.

## **Forms**

- CS-0073      Food Service Monthly Inspection
- CS-0194      Limited Activity Notice
- CS-0196      Daily/Weekly Inspection Report

## **Collateral Documents**

*Rules of the Tennessee Department of Health for Food Service Establishment*  
*Internal School Uniform Accounting Policy Manual*

## **ACA Standards**

- ACA 3-JTS-4A-02
- ACA 3-JTS-4A-10
- ACA 3-JTS-4A-11
- ACA 3-JTS-4A-12
- ACA 3-JTS-4A-15
- ACA 3-JCRF-4A-07
- ACA 3-JCRF-4A-08
- DCS Practice Model Standard- 8-306